

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0735

FLSA: Non-Exempt

CLASSIFICATION TITLE: G.I.S. SPECIALIST, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to create and maintain information structures for storage and retrieval of computerized geographical data to facilitate research, planning, presentation, and reporting of departmental operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages database of geographical information which includes designing reports, tables, and computer forms, and analyzing and editing structure.

Recommends procurement of computer hardware and software, and the upgrading of technical knowledge for personnel.

Assists in preparing user manuals for applications; helps resolve computer user difficulties; trains users in data entry.

Coordinates City geographical information system with other local governments and agencies; collaborates with Property Assessors, data processing, and Treasurer's office.

Performs other miscellaneous duties such as creating and maintaining function of the Internet home page, ordering office and computer supplies, and managing street name source list.

ADDITIONAL FUNCTIONS

Coordinates appeal process for Storm Water Fees; researches and compiles data relating to storm water operations, user-fees, and plans to facilitate review; reviews exceptions report and investigates claims; prepares departmental response.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in Geographic Information Systems, Computer Applications, or other closely related field; supplemented by one (1) to two (2) years previous experience and/or training involving G.I.S. operations management or computer-aided; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.